

# Volunteer Opportunity

LOCATION OF POSITION	LOUISVILLE PUBLIC LIBRARY
POSITION TITLE	SHELVING AIDE
SUPERVISOR	CIRCULATION SUPERVISOR
<b>Job Responsibilities:</b>	<ul style="list-style-type: none"> <li>▪ Collect “Hold” slips, locate and gather items for patron holds; arrange in alphabetical order on “Hold” shelves</li> <li>▪ Remove Library materials from three bookdrops and pre-sort onto carts for staff to check in</li> <li>▪ Scan shelves for correct placement of materials</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Ability to locate various library materials and sort alphabetically</li> <li>▪ Ability to remove Library materials from book drop areas and place on carts for check-in</li> </ul>
<b>Job Summary:</b>	<ul style="list-style-type: none"> <li>▪ To assist the Library’s Circulation staff by gathering and arranging items for patron holds and emptying book drop areas</li> <li>▪ Periodically scan shelves for correct placement of materials</li> <li>▪ Other duties as may be necessary to complete these tasks</li> </ul>
<b>Material &amp; Equipment Used:</b>	<ul style="list-style-type: none"> <li>▪ Book carts and Library materials</li> </ul>
<b>Work Environment &amp; Physical Activities:</b>	<ul style="list-style-type: none"> <li>▪ Casual, friendly atmosphere</li> <li>▪ Ability to push or pull carts when moving materials from one area to another</li> <li>▪ Bending, stretching, kneeling, and lifting will be necessary</li> </ul>
<b>Training Provided:</b>	<ul style="list-style-type: none"> <li>▪ Work one-on-one with a staff member for approximately two hours</li> </ul>
<b>Minimum Time Commitment:</b>	<ul style="list-style-type: none"> <li>▪ 2-3 hours per week</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Social interaction with other volunteers and Library staff</li> <li>▪ Being part of a team at one of the top libraries in Colorado</li> <li>▪ Annual volunteer recognition luncheon</li> </ul>

If you are interested, please complete a [City of Louisville Volunteer Application](#). These are available at information desks in the Library and on the Web site. You may return it to the Library in person, by mail, fax, or scan/email. Once your application is received, the supervisor will contact you to discuss the position and your qualifications and availability.